

~~SECRET~~

~~CONFIDENTIAL~~



25X1

MAR 21 1957

25X1

Registered - Return Receipt Requested



25X1

(REQUEST FOR PROPOSAL)

Attention:



25X1

Gentlemen:

This office has requirements for the development of a Miniaturized Data Recorder. This is a magnetic tape device which may record information simultaneously on parallel channels.

Applicable technical requirements are enclosed herewith and are entitled as follows:

Specification No. 57-A-1059-A-"Development Specifications for a Miniaturized Data Recorder with Playback Unit", dated 4 February 1957.

Attachment A of this letter lists the deliverable items under this program. We are currently soliciting technical proposals and cost quotations, and your proposal on a Cost-Plus-Fixed-Fee basis is requested for these requirements.

It is requested that after a thorough review of the enclosed specification has been made and prior to the submission of proposals, that a conference be held between the technical representatives of your company and Government engineers. Separate conferences are being requested of each interested company in order that the technical proposals may be as comprehensive as possible. Conferences may be arranged by contacting the cognizant Government technical engineer or the undersigned.

Your technical proposal and cost quotation covering these requirements should be submitted at the earliest possible date and in any event not later than 15 April 1957, unless you request a longer period of time and the undersigned concurs therewith. It is requested that your proposal be accompanied by a cost analysis breakdown to assist in evaluating your quotation. A cost and price analysis Form DD-633 is enclosed for your use.

NOTICE

This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

CONFIDENTIAL

~~SECRET~~

DOC	5	REV DATE	23/4/80	BY	37169
CRIG COMP	35	GPI	56	TYPE	01
CRIG CLASS		PAGES	21	REV CLASS	C
	22	REV	2010	ACR	1-2

~~SECRET~~

CONFIDENTIAL

The equipment to be produced under this program and the specifications relative thereto are UNCLASSIFIED per se. Government interests in these requirements may be shown, however, association of this Government activity with (1) this request, (2) the equipment, (3) progress and engineering reports, and (4) associated drawings is classified SECRET.

Knowledge of the identity of the particular Government activity which the undersigned represents must be restricted to the fewest persons possible and then only to those who have been authorized in writing by this activity to have access to classified information. Such identity shall be disclosed only on a verbal basis and shall never appear in writing in any of your documents. In this connection, you are requested to review the instructions entitled "Security Requirements for Contractors", "Contractor's Security Agreement" and "Procedure for Mailing Material Classified 'Secret' and 'Confidential'", which are enclosed herewith. "Secrecy Agreements" should be signed by any individual in your company who will have knowledge of this activity's interest in this request or have physical acquisition to classified documents or data relating to this request.

If it is decided to proceed with this procurement with your company, the authorization will be effected by a Task Order to a Master Task Type Cost-Plus-Fixed-Fee type of Contract, which has been executed with your Company.

Please return this letter to the undersigned at the address stipulated above, together with all enclosures whether or not you submit a bid.

25X1

Very truly yours,



Contracting Officer

Enclosures:

- ✓ Specification No. 57-A-1059-A (1 copy)
- Attachment A (1 copy)
- ✓ Form DD 633 (3 copies)
- ✓ Security Requirements for Contractors (1 copy)
- ✓ Contractor's Security Agreement (1 copy)
- ✓ Procedure for Mailing Material Classified "Secret" and "Confidential" (1 copy)
- ✓ Secrecy Agreements (2)

~~SECRET~~

CONFIDENTIAL

Specification No. 57-A-1059-A

DEVELOPMENT SPECIFICATIONS

FOR A

MINIATURIZED DATA RECORDER

WITH PLAYBACK UNIT

4 February 1957

DOC	REV DATE	BY
ORIG COMP	OPI	TYPE
ORIG CLASS	PAGES	REV CLASS
JUST	NEXT REV	AUTH: HR 70-2

Handwritten: 37/69, 30, 21, 11, 83/4/10

1. GENERAL

1.1. Introduction

These specifications describe a miniaturized magnetic tape recorder and its associated playback unit.

This recorder is to be used in conjunction with other devices which will furnish recordable data. The purpose of the recorder is to record information simultaneously from data devices and permit an accurate identification and correlation of the recorded events.

1.2. Objective

It is desired that tape recorders and playback units be developed and produced according to these specifications.

1.3. Description

The tape recorder shall be miniaturized for hand operation. It shall be no larger than 5" x 3" x 1½".

The recorder shall be capable of simultaneously recording three parallel channels on ¼ inch recording tape continuously for 60 minutes. Two of the channels shall be arranged to record incoming data signals, while the third shall be reserved for voice announcement or tape speed reference tone.

All of the recorder electronics shall be contained internally.

The playback unit shall be a rack-mounted device capable of faithfully reproducing the data signals at the recorded speed.

1.4. Nomenclature

The miniaturized data recorder shall be identified as the CB-3. The playback unit shall be identified as the CB-4.

2. QUALITY OF DESIGN AND FABRICATION

The electrical and mechanical design of the CB-3 shall be directed toward the achievement of a miniaturized, quality product reflecting the highest possible degree of equipment reliability when it is exposed to the normally rough handling encountered during field use.

2.1. JAN Specifications

The contractor shall use components, materials and fabrication procedures in both the recorder and playback unit meeting JAN Specifications of the issue in effect on the date of initiation of the contract.

2.1.1.

JAN Specification Waiver

To accomplish the desired degree of miniaturization, the contractor may consider it necessary to use components, materials and fabrication procedures other than those meeting JAN Specifications. In such instances, specific waivers may be authorized by the government, but only after review by government engineers and prior to the submission of any prototype models.

2.1.2.

Materials Not Nutrient to Fungi

All materials which are used in this equipment are not to be nutrient to fungi. If, after having determined that non-nutrient materials are not available, other materials must be used, a waiver may be obtained as in Section 2.1.1. Any nutrient material shall be treated by a suitable fungi-resistant compound according to MIL-T-152A after machining or other work, but prior to installation in any unit of the apparatus.

2.2.

Operating Conditions

2.2.1.

Operating Temperatures

The design considerations of the CB-3 and CB-4 shall be such as to preclude malfunctioning when exposed to temperatures between plus 50°C. and minus 30°C, excluding internal batteries.

2.2.2.

Storage Temperature

The equipment, including batteries, shall be capable of storage at temperatures within the range of plus 60°C. to minus 60°C. without injurious effects.

2.2.3.

Shock Resistance

The CB-3 recorders shall be able to withstand the shock and vibration normally encountered by equipment mounted on board motor vehicles and aircraft without impairment to its operation. The recorder shall be operable after having been dropped six times at random orientation onto a hardwood floor from a height of three feet.

2.2.4.

Water Resistance

The recorder shall be capable of being submerged in water to a depth of 10 inches when all the covers are secured, with no water entering the case or mechanisms.

2.2.5.

Orientation

The CB-3 recorder shall be operable in any position and during the positional changes normally encountered while being carried by a walking person.

2.2.6.

Operational Noise

The recorder unit shall not generate audio noise which is audible at a distance of 3 feet in an ambient noise field of plus 25db. (Zero db being equal to .0002 dynes/sq.cm.)

3.

DESIGN CHARACTERISTICS

3.1.

General

The contractor is encouraged to exercise considerable freedom in his design ingenuity, except where the Government specifies preferred circuits or design.

3.2.

Modes of Operation

3.2.1.

Normal Recording Mode

The CB-3 recorder operating normally shall record three parallel tracks simultaneously on $\frac{1}{4}$ inch recording tape. The two data channels shall record the outputs of associated data furnishing devices. The third channel shall record voice announcements

25X1

This microphone shall be automatically disconnected whenever an external microphone is used. The recorder shall contain its own tape speed reference oscillator whose output may be injected onto the voice announcement channel at the discretion of the operator. Monitoring of the two data channels shall be possible during the recording process.

3.2.2.

Remote Operation Recording Mode

The CB-3 recorder shall be capable of being turned on and off by use of a remote control cable. The application of external power instead of power from internal batteries shall be possible through the remote cable jack.

3.2.3.

Playback Mode

The playback unit shall be a controllable speed device permitting the tape to be played back at the recorded speed. A standard reference oscillator shall be incorporated into the playback unit. The reference oscillator shall be the same frequency as that of the tape speed reference oscillator in the recorder unit. Means for indicating that the tape is being played back at its recorded speed shall be provided through the comparison of these reference tones. Tape rewind shall be done by the playback unit.

3.3. Electrical Characteristics

All electrical characteristics refer to the entire record-playback process; input terminals of the recorder to the output terminals of the playback unit.

3.3.1. Frequency Response

A primary requirement of this equipment is that it shall reproduce pulse information as faithfully as possible. It is desired that pulses up to and including those of 5 micro-second duration be recorded. The frequency response of the system over the range of 250 cycles to 10KC shall not vary by more than plus or minus 3db.

3.3.2. Transient Response

The record-playback system shall be capable of recording a single 5 micro-second square pulse whose amplitude is 1 volt at the recorder data input terminals. This pulse shall be identifiable as a pulse in the output of the playback unit and shall be reproduced in shape and duration as faithfully as possible.

3.3.3. Sensitivity

The maximum sensitivity of the recorder data channels shall be 20 millivolts. A three position attenuation switch shall regulate the recording level so that the overall range of the input signals may be between 20 millivolts and 10 volts.

The recorder shall have a dynamic range of 25db.

The voice announcement channel shall be sensitive enough to record at the maximum optimum level a normal conversational voice at a distance of 5 feet from the internal microphone.

3.3.4. Distortion

The harmonic distortion of the record-playback system shall not be greater than 15 per cent of any channel.

3.3.5. Speed Variation

The magnetic tape speed shall be controlled entirely by the driving capstan. The speed of the recording medium shall be essentially constant with less than 2% flutter and wow.

3.3.6. Recording Time

The recorder shall have sufficient tape on one reel to permit a total uninterrupted recording at 60 minutes.

3.3.7. Recording Medium

The system shall use $\frac{1}{4}$ inch plastic base recording tape.

3.3.8. Recording Head

The recording head shall place the recorded tracks 0.100 inches apart (center to center). Each track shall be 0.044 inches wide.

3.3.9. Crosstalk

The maximum allowable crosstalk between channels shall be 40 db below the recording level.

3.3.10. Electronics

All recorder electronics shall be transistorized and shall be contained within the recorder body. They shall be constructed using the latest sub-miniaturization techniques available. The recorder electronic assemblies shall be removable from the recorder as a modular unit and shall be directly replaceable by spare units without the necessity of custom tailoring or special adjustments.

3.4. Input Impedances

3.4.1. Data Channel Input

The input impedance to the two data channels shall be 1000 ohms.

3.4.2. Microphone Channel Input

The input impedance to the voice announcement channel shall be correctly matched to the type microphone selected. The internal and external microphones are to be identical in type and may be of any type except crystal (Rochelle salt).

3.4.3. Input Connectors

The input connectors to each of the data channels shall be miniature MB type connectors (IPC-46025 or equivalent). The microphone connector shall be a suitable miniature type.

3.5. Monitor Circuit

Monitoring of the two recorder data channels shall be possible through a miniature earphone. A monitor jack and plug shall be a standard Dyna-Lab earphone connector or equivalent. The output impedance shall be 2000 ohms. Provisions shall be made which will enable the operator to be able to monitor either or both data channels.

3.6. Remote Control Operation

Remote control of recorder on-off function shall be possible by electrical means. Remote operation shall be accomplished through a suitable standard connector on the case of the recorder. Provision shall be made for the operation of the recorder from external power applied through the remote control connector.

3.7.

Reference Oscillator, Recorder

The recorder reference oscillator shall provide a 1000 cycle per second signal for injection onto the voice announcement track. This oscillator shall have a stability of plus or minus one part in 50,000 over the entire operating temperature range. This speed reference tone shall be used to insure correct playback speed.

3.8.

Reference Oscillator, Playback Unit

A standard 1000 cycle reference oscillator shall be incorporated into the playback unit. The output of this oscillator shall be compared with the reference tone taken from the voice announcement channel on the tape. Visual means shall be provided to indicate whenever the tape is being played back at the recording speed.

3.9.

Playback Pickup Head

The playback unit shall have a pickup head with channel spacings identical to those of the recorder.

3.10.

Playback Amplification

At full gain the playback shall have a zero db output (6 milliwatts across 600 ohms).

3.11.

Output Circuits

Four output circuits shall be provided. One circuit shall be provided for each of the channels and one combining circuit having the mixed outputs of all three channels.

3.12.

Playback Monitoring

Provisions shall be made for monitoring of each of the channels during playback. 2000 ohm headphones shall be used for monitoring through a standard PL-55 jack.

3.13.

Controls

Gain controls shall be provided for each channel. In addition there shall be mixing, speed control, line voltage, rewind and fast forward motion controls.

3.14.

Indicators

Visual indicators shall be provided for speed reference, line voltage and output VU level.

4.

POWER SUPPLY

4.1.

Recorder Batteries

The recorder shall obtain its operating power from batteries contained within the recorder body. The transport mechanism and the electronics each shall be operated from separate batteries. Standard size batteries shall be used, i.e. type D or penlight or similar sizes. Battery sizes shall be chosen so that replacement batteries may be of either the paste or mercury (or similar) sizes. The suggested mercury sizes are the E-502, the RM-12R, and the RM-401R. All batteries shall be single cell types.

4.2.

Battery Life

The recorder transport battery shall be able to drive the mechanism for 20 hours continuously and the electronics battery shall be able to operate the recorder electronics continuously for 100 hours within the temperature range of 0°C to plus 50°C.

4.3.

Battery Compartments

The battery compartments shall be sealed from the main interior of the recorder. Battery gas and fluids shall not be able to leak into the electronic and mechanical compartment. Battery replacement shall be possible without exposing the internal mechanisms. The battery compartment cover plate shall be removable to expose the entire length of the battery compartment. This facility shall permit complete cleaning of the compartment and the battery contacts.

4.4.

Playback Power

The power available for the playback mechanism is alternating current between 40 and 65 cycles. Provision shall be made for operating the equipment at line voltages of 70, 95, 120, 150, 190, 230 and 270 volts.

5.

MECHANICAL DESIGN CHARACTERISTICS RECORDER

5.1.

Limiting Volume Factors

The recorder including all projections shall have dimensions not exceeding 5" x 3" x 1½".

5.2.

Main Body

The main body of the CB-3 shall be cast from a suitable magnesium or aluminum alloy.

5.3.

Top Cover

The top cover shall be made of material similar to the main body. It shall have a single latch which will allow complete removal of the cover from the main body. A series of holes around the edge of the cover shall permit screws to be used whenever the cover is to be secured more permanently for waterproofing. The reels and tape driving mechanism shall project above the main body surface to be completely accessible. The outer edges of the main body case shall not rise around the reels and tape driving mechanisms. The top cover shall extend down around the reels and pulling mechanism.

5.4.

Case Finish

The recorder shall have a non-spectral dull black finish.

5.5.

Controls

The following controls shall be located on one end plate:

- one (1) off-monitor--record switch
- one (1) reference tone injection button (lock in)
- two (2) channel attenuation switches (3 steps)

All controls except the off-monitor-record switch shall be recessed into the body of the recorder. The off-monitor-record switch shall be readily accessible and operable with one hand.

5.6.

Transport Motor (s)

The tape transport motors shall be electrically driven and shall operate quietly. The motors shall be shielded to prevent magnetic and electrical radiation. The motor speed shall remain essentially constant with battery cell voltages varying between minus 25% and plus 15% of the nominal battery voltage.

5.7.

Reels

The supply and take up reels shall be identical and interchangeable. Construction shall be such that the reels are easily placed into the recorder and easily removed. Sufficient tension shall be exerted on the tape by the supply and take up reel mechanisms to prevent tape spillage resulting from angular acceleration of the recorder in the plane of the reels.

5.8.

Tape Transport

The tape transport spools, driving capstan and tire shall have sufficient strength to prevent damage when the recorder is being loaded and threaded by unskilled personnel. Complexity of loading shall be minimized.

6. MECHANICAL DESIGN CHARACTERISTICS, PLAYBACK UNIT

6.1. Limiting Dimensions

The playback unit shall be designed to fit into a standard 19 inch rack.

6.2. Speed Control

The speed of the driving motor shall be independent of variations in the frequency of the line power. Adjustment of the tape speed shall be variable between minus forty per cent and plus thirty per cent of the nominal tape recording speed.

6.3. Rewind

The playback shall have a fast rewind and fast forward feature.

ATTACHMENT "A"

DELIVERABLE ITEMS

Item 1.	Engineering model, recorder, with accessories	1 each
Item 2.	Engineering model, playback unit	1 each
Item 3.	Prototype model, recorder, with accessories	4 each
Item 4.	Service test model, recorder, with accessories	20 each
Item 5.	Service test model, playback unit	4 each
Item 6.	Kit, accessory, with each recorder consisting of:	25 each

- (4) Reels of tape
- (1) external microphone
- (1) miniature earphone
- (1) remote control cable, four feet
- (1) carrying case for recorder and accessories

25X1

Item 7.	Bi-Monthly Engineering Progress Report	5 each
---------	--	--------

The contractor will prepare and forward to the Contracting Agency each two months, a complete and comprehensive engineering progress report. This report shall outline all experiments, and the results thereof. Schematics, diagrams, sketches, and photographs may be included as required for clarity of description.

Item 8.	Final Engineering Report	10 each
---------	--------------------------	---------

Subsequent to the delivery of Item 1 above, a Final Engineering Report will be prepared which reflects any changes in the Prototype as requested by the Government, and which summarized the results of final tests.

Item 9.	Spares, operating, kit, consisting of:	1 each
---------	--	--------

- 5 Recorder electronic unit sets
- 500% Battery replacement sets with each recorder
- 600% fuse replacement sets with each playback unit

Item 10.	List, parts, for recorder, playback unit	5 each
----------	--	--------

CONFIDENTIALSECURITY REQUIREMENTS FOR CONTRACTORS

The following information, security measures and safeguards are provided for contractors in order that they may establish practices and procedures which will insure adequate protection for information, material, or equipment of a classified nature pertaining to contracts with the Agency.

I. SECURITY CLASSIFICATION

1. "Security Classification" is a means of indicating the sensitivity of information, material, or equipment which is to be protected. Security classification is identified by one of three designations, namely, "Top Secret", "Secret", or "Confidential". Material bearing any one of such designations is generally referred to as "Classified".
2. Classified information, material, or equipment shall not be discussed with or made known to unauthorized persons.
3. One of the cardinal principles of security is to restrict the knowledge of classified information only to those persons who must have it. No one should know of classified matters unless he needs to know. Specifically, with respect to classified contracts, it is emphasized that knowledge of the association of the Agency with the contract is in all cases one of the primary classified features which must be restricted to the fewest persons possible.
4. The rules set out herein have been made for the purpose of preventing the knowledge of classified information from being gained, either through carelessness or intent, by any unauthorized person or persons.

II. PERSONNEL

1. The Contractor will submit immediately, upon request by the Contracting Officer, Personnel Security Questionnaires to provide information necessary for a security approval, in accordance with Agency standards, for all employees who will have knowledge of the contract or will have access to classified material or information relating to the contract. The number of such persons will be kept to a minimum and an accurate record of their identities maintained.
2. At any time during the course of a classified contract when it is determined that new or additional employees or executives will be required to have access to or knowledge of classified material concerning the contract, Personnel Security Questionnaires on such persons will be submitted to the Contracting Officer without delay.
3. The Contracting Officer shall be notified immediately upon the transfer, for cause, of an employee from work concerned with a classified contract, or upon the termination of the employment of any employee who has knowledge of a classified contract, with a statement of the reasons for such transfer or termination.

CONFIDENTIAL

4. The Contracting Officer shall be notified immediately in the event of labor disturbances which might affect the contract.

5. In the event of any impending action which might result in seizure or litigation affecting the security of the contract, the Contracting Officer shall be immediately notified.

6. Contractors shall maintain adequate control of the movements of employees and visitors to insure that only authorized persons have access to the restricted areas and to classified material, equipment, or information relating to the contract. The methods of insuring such control will vary, depending upon the size, organization and physical layout of the plant and the classification of the project. In large organizations, personnel engaged on classified projects of the Agency shall be provided with a means of identification to gain access to restricted areas.

7. All overtime work must be properly supervised to insure appropriate security safeguards.

III. PROTECTION OF CLASSIFIED INFORMATION, DOCUMENTS, MATERIAL AND EQUIPMENT

1. In view of the wide differences in organization, arrangement and physical make-up of individual plants, no specific requirements pertaining to those physical protection measures, such as fences, identification systems, alarm systems, floodlights, fire prevention and fire fighting measures, etc., are set out herein. Each contractor will provide such protective measures as are considered appropriate by the Contracting Officer.

2. The following requirements are considered to be the minimum to afford adequate protection for the majority of sensitive contracts. Modification of some of these requirements may be granted by written authorization from the Contracting Officer whenever such modification appears to be warranted. In the case of "Top Secret" contracts, special indoctrination will be given.

a. Entrance to and egress from a plant or restricted area thereof shall be strictly controlled at all times to admit only authorized persons. The names of authorized visitors will be recorded.

b. Local conditions at the plant, such as physical make-up and the classification of the project, will determine the necessity for guard service. Merchant service patrols are not considered adequate protection in cases where twenty-four hour guard service is deemed necessary. In some instances protection during non-working hours by an alarm system approved by the Contracting Officer will be considered adequate where twenty-four hour guard service is normally considered necessary.

c. Employees shall be warned against discussing any phase of the contract or their work with any unauthorized person or in the presence of such a person.

CONFIDENTIAL

CONFIDENTIAL

d. Telephones will not be used for the discussion of matters pertaining to classified projects unless absolutely necessary. If it becomes necessary to use the telephone, great care must be taken so as not to disclose classified information.

e. Persons other than authorized employees of the contractor, such as prospective sub-contractors, consultants, salesmen, etc., will not be given information or have access to any document, material or equipment pertaining to a classified contract, except on written authorization of the Contracting Officer.

f. All correspondence and documents which divulge classified information relating to the contract must bear the same classification as the contract. The classification "Top Secret", "Secret" or "Confidential", must be stamped or typed at the top and bottom of each page of every document so classified which is not permanently bound or fastened. Permanently bound classified documents need only be marked as to security classification on the front and back covers, title page, and first and last pages.

g. All classified documents, material or equipment must be stored in vaults, safes or cabinets which are locked with 3-way combination locks or approved equivalent. Guards or other acceptable protective measures shall be provided for classified items which are required to be so stored but which are too large to be contained in safes or vaults. If approval storage facilities described above are not readily available or if it is impracticable to procure them, the Contracting Officer should be notified immediately in order that specific attention may be given to the problem.

h. Material or equipment, of a nature requiring classification, but on which it is impracticable to stamp or affix a classification designation, will be protected, nevertheless, in the manner prescribed above for such classified material or equipment.

i. Employees will not leave rooms unoccupied at any time classified documents, materials or equipment are exposed. If it is necessary to leave a room unoccupied, all classified material must first be securely locked in the proper safeguarding equipment.

j. No employee will permit classified papers to be exposed in such a fashion that they could be read by unauthorized persons.

k. Combinations to safes and cabinets in which classified material is stored will be furnished only to those persons who are required to have same. Factory combinations will not be used. The combinations should be changed periodically and in all instances when an employee having knowledge of the combination leaves the employ of the contractor or is transferred to a position in which knowledge of the contract information is no longer necessary.

CONFIDENTIAL

l. Possession of keys will be restricted to the minimum number of persons practicable for efficient operations and a register shall be maintained of the distribution. The return of all keys shall be required at termination of employment on the contract. If necessary, due to key losses, locks will be changed.

m. A system of "charge-out" records shall be established where practicable for all classified documents or material taken from their storage depositories. Such charge-outs should be checked at the close of each work day to insure the return of all charged out material.

n. Copies of all classified documents relating to contracts must be held to the minimum consistent with operational necessity. Inter-office distribution shall be effected when possible by circulation of one copy with assurance that it is returned to the proper depository.

o. At the close of each work day a security check of the premises must be made by a responsible employee to insure that all classified material has been properly stored and that all depositories are properly locked.

p. In case of loss or compromise of any classified document, material or equipment the Contracting Officer shall be notified immediately.

q. Preliminary drafts, copies, carbons, stencils, stenographic notes, work sheets, spoiled copies, and the like, pertaining to classified matter, until properly disposed of, must be safeguarded in the same manner as classified documents. The disposal of such material should be by burning, under the supervision of a responsible person. Care should be taken not to allow such material to be put in waste baskets and handled in the ordinary manner of waste disposal. Adequate protection of wire, wax and other similar recordings of classified information must be afforded until the classified information is removed.

r. "Top Secret" material can only be delivered by hand. "Secret" and "Confidential" documents may be transmitted by registered mail. These documents must be double enveloped, the inner envelope showing the security classification and a specific addressee. The outer envelope will not bear the classification of the documents.

s. All correspondence with the Contracting Officer or other officials of the Agency should be addressed to individuals by name only (without title and without identifying the Agency) and sent to a P. O. Box number which will be furnished to the contractor by the Contracting Officer. As a return address, the contractor will use the name of one of its officials with the street and city address of the plant. Whenever practicable in preparation and transmission of correspondence, documents, memoranda, etc., between the contractor and the Contracting Officer, specific identification of the Agency shall be omitted; the contract or project number or some other identification should be used. This rule is particularly important also in its application to contractor's inter-office memoranda relative to the contract.

CONFIDENTIAL

CONFIDENTIAL

t. Incoming and outgoing classified mail shall be handled by an individual who has received security approval from the Agency. This individual should be charged with the responsibility of "logging in" and "logging out" all mail bearing a security classification. The inner envelope of incoming classified mail shall be routed to and opened only by the addressee.

u. Shipping instructions and addresses will be supplied with the contract and must be strictly complied with. This includes but is not limited to marking tags, stenciling, name plates, instruction books, blueprints, manuals, specifications, packing lists, inspection certificates, bills of lading and invoices.

v. Brochures, advertising literature or other written material prepared by the contractor will not include references to this Agency or to work performed on its behalf, nor will any such references be made orally.

w. A Secrecy Agreement will be signed by each contractor at the appropriate time, depending upon the circumstances and the nature of the project or contract.

x. If a question arises concerning appropriate security practice it should be referred to the Contracting Officer for advice.

3. Whenever the Contracting Officer considers it advisable, a security survey of the contractor's premises will be made.

4. The Federal Bureau of Investigation will be notified by this Agency of the existence of classified contracts. FBI representatives may be expected to call upon contractors to establish liaison contacts for use in the event of emergency or compromise of information which would threaten the security of classified information, documents, materials or equipment involved in the contract.

The Contractor is authorized to furnish accredited representatives of the FBI information regarding personnel or security matters as they relate to the classified contract with the Agency. Substantive information regarding the contract will not be disclosed without prior approval of the Contracting Officer.

5. Effective security is largely a matter of habit and good judgment. Daily operations should be performed in such a manner that security at no time will be compromised. It is not intended, nor is it considered desirable, that these Security Requirements in their entirety be distributed to all employees concerned with the classified contract. However, it is the contractor's responsibility to insure that each employee concerned with the contract is thoroughly indoctrinated with those provisions which are applicable to his participation in the project and signs a Secrecy Agreement in appropriate cases as determined by the Contracting Officer.

6. The contractor agrees to insert in all sub-contracts under this contract involving knowledge of the classified material, provisions which shall conform substantially to the language of the security requirements set forth herein.

CONFIDENTIAL

CONTRACTOR'S SECURITY AGREEMENT

In consideration of the receipt of classified drawings, specifications, and accompanying enclosures, other documents, models, or material concerning matters of a classified nature delivered to the undersigned coincident with the date of this agreement, a receipt for which has been separately executed, or in consideration of any classified information to be issued to the undersigned subsequent to the date of this agreement, or classified information disclosed orally, the following terms are agreed to by or on behalf of the undersigned individual, firm, or corporation and any or all representatives, agents, or employees thereof and the United States Government.

1. The undersigned is responsible for safeguarding classified matter furnished in connection with invitations for bids and for the safeguarding of classified matter furnished or developed in connection with the performance of contracts in accordance with instructions furnished or to be furnished by the Contracting Officer.
2. For the purpose of preparing a bid, the undersigned will neither supply nor disclose classified matter to any person unless authorized by the Contracting Officer, or his duly authorized representative. In the event a contract is awarded, the undersigned will neither supply nor disclose to any person, any classified information concerning the contract or work thereunder including the plans, drawings, specifications, and accompanying enclosures, other documents, models, material and information disclosed orally, unless authorized by the Contracting Officer or his duly authorized representative.
3. The undersigned will not make or permit to be made photographs or other reproductions of classified matter except as specifically authorized in writing by the Contracting Officer or his duly authorized representative.
4. The undersigned will not incorporate in any other project any special features of design or construction which will have been developed in the event a contract is awarded; or which are peculiar to the drawings, specifications, and accompanying enclosures, or other documents, models, material or information disclosed orally in connection with any given project, without written consent beforehand of the Contracting Officer or his duly authorized representative.
5. If a bid is not submitted, or if a bid is made and not accepted, or in case award is made upon completion of the contract, or upon demand, the undersigned will promptly return "Top Secret" matter by hand only. Registered mail or insured express will not be used in returning "Top Secret" matter. Other classified matter will be returned either by hand, by registered mail, or by insured express to the Contracting Officer. The items of a classified nature which are to be returned as specified above, will be specifically identified and requested by the Contracting Officer at the appropriate time for returning.
6. The undersigned will submit promptly, as requested by the Contracting Officer, for clearance approval the names and other information as required of persons who it is known will have or be in a position to have knowledge of classified information as described herein.

7. The undersigned will immediately submit a complete confidential report to the Contracting Officer whenever he has information indicating that any employee, agent, or representative has been or may be engaged in subversive activities at any place; or that any employee, agent, or representative is or may be in any other way a security risk; or that a danger of espionage or sabotage exists at any office, plant, factory, or site at which work for the Agency is being performed or at which material is required, fabricated, manufactured, or stored in connection with the performance of any contract with the Agency.

8. The undersigned will, whenever required by the Contracting Officer, submit any and all information which he may have concerning any employee, agent, or representative engaged in work at any office, plant, factory, or site at which work for the Agency is being performed.

9. The undersigned will exclude from any office, plant, factory, or part thereof at which work for the Agency is being performed, any person or persons whom the Contracting Officer or his duly authorized representative may designate as unacceptable to the Agency in the interest of security.

10. The undersigned will promptly notify the Contracting Officer whenever there is any change in officers, directors, or key personnel during the period that this agreement is in effect.

11. The undersigned expressly agrees and understands that his use, control, or disclosure of any classified information imparted by the Government is subject to the restrictions and liabilities imposed by the espionage laws of the United States, especially as found in the TITLE 18 - United States Code, Sections 793, 794 and 798. The undersigned will bring this subject to the attention of all persons under his jurisdiction having access to classified information, including any and all sub-bidders or sub-contractors.

12. The Contractor will comply with "Security Requirements for Contractors" if he intends to engage in classified business with the Agency. In as much as the "Security Requirements for Contractors", is a classified document, it will be issued to the Contractor only upon receipt by the Agency of an executed Security Agreement and at such time as classified material is submitted to the contractor. In the event the Contractor finds himself unable to comply with the "Security Requirements for Contractors", all classified material will be returned in tact by the Contractor, without reproduction in whole or in part.

13. This agreement will remain in effect so long as the undersigned is in possession of classified matter furnished or developed in connection with any bid or contract for the Agency, and is not intended to limit or restrict the security provisions of any contract, if award is made. Termination of this contract does not release the undersigned from the legal prohibitions against the disclosure to unauthorized persons of classified matter acquired in connection with this contract.

(Contractor): _____

(Witness): _____ BY: _____

Date: _____ TITLE: _____

C O N F I D E N T I A L

PROCEDURE FOR MAILING MATERIAL CLASSIFIED
"SECRET" AND "CONFIDENTIAL"

1. All SECRET and CONFIDENTIAL documents and related correspondence must be transmitted by REGISTERED MAIL.
2. All correspondence mailed to this office using our Post Office Box No. must be classified either SECRET or CONFIDENTIAL, depending upon the classification of our contract. 25X1
3. SECRET and CONFIDENTIAL material must be mailed in double envelopes.
4. Inner envelope must bear the proper security classification and name of designated addressee.
5. The outer envelope must be opaque to avoid revealing the classification on the inner envelope.
6. The outer envelope shall bear only the business address and your name, eliminating the name of your organization.
7. The outer envelope shall not bear the classification of document.
8. All correspondence with Contracting Officer or other officials of this Agency should be addressed to individuals by name only (WITHOUT TITLE AND WITHOUT IDENTIFYING AGENCY) and sent to a Post Office Box No. furnished to Contractor by the Contracting Officer.
9. The top and bottom of each page of correspondence concerning a classified subject or document shall be stamped with the proper classification.

In accordance with instructions previously furnished to you, all classified mail received by Contractor shall be handled only by individuals who have received security approval from this Agency. The inner envelope of classified mail shall be routed to and opened ONLY by the Addressee.

C O N F I D E N T I A L

SECRECY AGREEMENT

1. I acknowledge the fact that because of the particular fiduciary relationship between myself and the U. S. Government, I will be the recipient of information which, in itself or by the implications to be drawn therefrom, will be such that its unlawful disclosure or loose handling may adversely affect the interest, and possibly the security, of the United States. I realize that the methods of collecting, of handling, and of using this information, as well as the identity of persons involved, are often as sensitive as the substantive information itself and, therefore, must be treated by me with an equal degree of security and confidence.

2. I will always recognize the paramount interests of the U. S. Government in information which I or my organization may possess, compile or acquire as a result of requests placed upon me by Government representatives pursuant to this understanding. No advantage nor gain will be sought by me as a result of the added significance or value such data may acquire due to the Government's interest in it.

3. I solemnly pledge my word that I will never divulge, publish, nor reveal either by word, conduct, or by any other means such information or knowledge, as indicated above, unless specifically authorized in writing, in each case, by the U. S. Government.

4. Nothing in this understanding is to be taken as imposing any restriction upon the normal business practices of myself or the organization with which I am affiliated. It is understood that information normally processed by us or gathered in the regular course of business will continue to be utilized in accordance with our normal practices.

5. I understand that no change in my relationship with the U. S. Government will relieve me of my obligation under this oath and that the provisions of this oath will remain binding upon me even after the termination of my services with the United States Government.

6. Unauthorized disclosure of any information affecting the national defense of the United States within the meaning of the espionage laws Title 18, USC, SECS. 793, 794 and 798, or the transmission or revelation of such information in any manner to an unauthorized person is prohibited by law.

WITNESS:

SIGNATURE:

DATE:

COMPANY NAME AND ADDRESS:

DATE:

SECURITY AGREEMENT

1. I acknowledge the fact that because of the particular fiduciary relationship between myself and the U. S. Government, I will be the recipient of information which, in itself or by the implications to be drawn therefrom, will be such that its unlawful disclosure or loose handling may adversely affect the interest, and possibly the security, of the United States. I realize that the methods of collecting, of handling, and of using this information, as well as the identity of persons involved, are often as sensitive as the substantive information itself and, therefore, must be treated by me with an equal degree of security and confidence.

2. I will always recognize the paramount interests of the U. S. Government in information which I or my organization may possess, compile or acquire as a result of requests placed upon me by Government representatives pursuant to this understanding. No advantage nor gain will be sought by me as a result of the added significance or value such data may acquire due to the Government's interest in it.

3. I solemnly pledge my word that I will never divulge, publish, nor reveal either by word, conduct, or by any other means such information or knowledge, as indicated above, unless specifically authorized in writing, in each case, by the U. S. Government.

4. Nothing in this understanding is to be taken as imposing any restriction upon the normal business practices of myself or the organization with which I am affiliated. It is understood that information normally processed by us or gathered in the regular course of business will continue to be utilized in accordance with our normal practices.

5. I understand that no change in my relationship with the U. S. Government will relieve me of my obligation under this oath and that the provisions of this oath will remain binding upon me even after the termination of my services with the United States Government.

6. Unauthorized disclosure of any information affecting the national defense of the United States within the meaning of the espionage laws Title 18, USC, SECS. 793, 794 and 798, or the transmission or revelation of such information in any manner to an unauthorized person is prohibited by law.

WITNESS:

SIGNATURE:

DATE:

COMPANY NAME AND ADDRESS:

DATE: